



## Self-Represented Parties E-Services Enrollment, Account Activation and Access

A Self-represented Party can enroll in E-Services to create a User ID and password. You can use your User ID and password to log in to E-Services to:

- File new small claims cases on-line
- File new civil cases in the Superior Court on-line
- File documents in your civil case on-line
- Request electronic (on-line) access to your civil case
- See documents filed in your civil case on-line
- Mark your civil short calendar matters on-line
- Keep your account information up-to-date

This quick reference guide shows you how to enroll in E-Services and activate your account. You can find more information by selecting **Self-represented Parties** at this link <http://www.jud.ct.gov/external/super/E-Services/efile/>

### How do I enroll in E-Services?

1. Go to the Judicial Branch home page by entering [www.jud.ct.gov](http://www.jud.ct.gov) in the address bar of your browser.

**Note:** The Judicial Branch supports Microsoft Internet Explorer® version 6 or higher, or Firefox 3 or higher.

2. Click on E-Services on the left of the home page.

3. Click 

4. Click 

5. Fill in the *Account Type*. If you are enrolling in E-Services to file and look at documents in Superior Court cases on-line, you must create an individual account. If you are enrolling to represent yourself in a small claims case, you can create either an individual account or a business account.

6. Fill in the *Account Information*. Click in each box (field) and enter the information. If the information is required, you will see an asterisk "\*" at the beginning of the line.

*Be sure to enter your e-mail address correctly. An e-mail with the link you will need to click to complete your enrollment and activate your account will be sent automatically to the e-mail address you enter in this form.*

### *For Questions or Help:*

*E-Services Help Line: (866) 765- 4452*

*[SelfRepEnroll@jud.ct.gov](mailto:SelfRepEnroll@jud.ct.gov)*

*[Eservices@jud.ct.gov](mailto:Eservices@jud.ct.gov)*

7. Fill in *User ID and Password*. You must make up a User ID that you will use to log in to E-Services and electronically sign documents you file on-line.

**Note:** *The User ID you create cannot be changed, and it will appear on all documents that you file with the court.*

**Note:** *Your User ID can use only letters and numbers. It cannot use any special symbols like #, & or @. You cannot use your e-mail address as your User ID. Your password must have at least 8 characters but no more than 10 characters. It also must contain at least one number.*

8. Fill in *Security Question*. Enter a question and an answer that only you will know, and enter your year of birth. We use this information to make sure that you are the one asking for your User ID and password if you call or e-mail us because you forgot your ID or password.

9. Save a copy of this information for your records by clicking



10. Click 

11. The page that appears will tell you that your Enrollment Application has been received.

12. Click 

13. Within 30 minutes, you will receive an e-mail from E-Services. The e-mail has a link you must click to complete your enrollment and activate your account.



You should review the [Procedures and Technical Standards for E-Services](#) which apply to all Judicial Branch electronic services, including e-filing and short calendar markings. It can be found under the **Self-represented Parties** tab at the top of the **E-Services Welcome Page**.

Scroll down or turn this card over for information on activating your E-Services Account.




### How do I activate my E-Services account?

Once you receive the confirmation that your enrollment application has been received, check your e-mail account for an e-mail from E-Services.

**Note:** The link in the e-mail from E-Services will be active for *30 days only*. If you don't click on the link to complete the enrollment process before the 30 days end, the system automatically removes your information, and you will have to enroll again.

1. Check your email account for the E-Services e-mail
2. Click the link in the E-Services e-mail to go to the **New Account Activation** page
3. Enter your User ID and password on this page
4. Click 
5. Check the information you gave when you enrolled to be sure it is correct
6. Read the Electronic Services (E-Services) User Agreement
7. Check the box next to "I agree"
8. Click 
9. You will then go to the E-Services home page where you can log in and go to your case to request electronic access or to file a new case electronically.

### What if I don't get an e-mail from E-Services?

1. Check your e-mail account to make sure it allows you to get e-mails from E-Services
2. Go to the Judicial Branch website at [www.jud.ct.gov](http://www.jud.ct.gov)
3. Choose **E-Services** from the menu on the left side of the page
4. Click 
5. Enter your User ID and password
6. Click 
7. Check your e-mail address on the next page
8. Click **Change Email Address** if it is incorrect
9. Click 



### How do I request electronic (on-line) access to my Superior Court cases?

If you are electronically filing a new case in the Superior Court (Plaintiff), you will have electronic access to the case. If you are the plaintiff or if you are the person being sued (defendant) in *any* other case, you must ask the clerk to give you electronic access to see or file documents on-line.

You must enroll in E-Services and activate your account before you request electronic access to any case you are a party in. To request electronic access, you must:

1. Go to the Judicial Branch website at [www.jud.ct.gov](http://www.jud.ct.gov)
2. Choose **E-Services** from the menu on the left side of the page
3. Click 
4. Enter your User ID and Password
5. Click 
6. Choose **Civil/Family Menu**
7. Find your case by clicking on **By Docket Number** or **By Party Name** under **E-File on an Existing Case**

**Note:** A search by a name gives you a list of cases to choose from. A search by docket number takes you directly to the main page (case detail page) for the case.

8. Choose "Request Electronic Access" as a "Case Activity"
9. Click 
10. Click the box next to the party you are requesting electronic access for. (It must be you.)
11. Click  at the bottom of the page.
12. Print the request page that appears to bring to the clerk's office.
13. Bring the request and a photo ID to the clerk's office.

**Note:** The name on the photo ID *must* match the name of the party or you must also bring *proof of a name change*.

14. If you cannot go to the court, you can mail a notarized copy of your photo ID with your request. Do **not** send your original photo ID in the mail.

**Note:** Acceptable *photo* IDs include: driver's license, current government or military ID, U.S. passport or U.S. passport card, a certificate of citizenship or naturalization (with photo) or a permanent residence card (with photo).

15. The clerk will send you an e-mail granting or denying access.